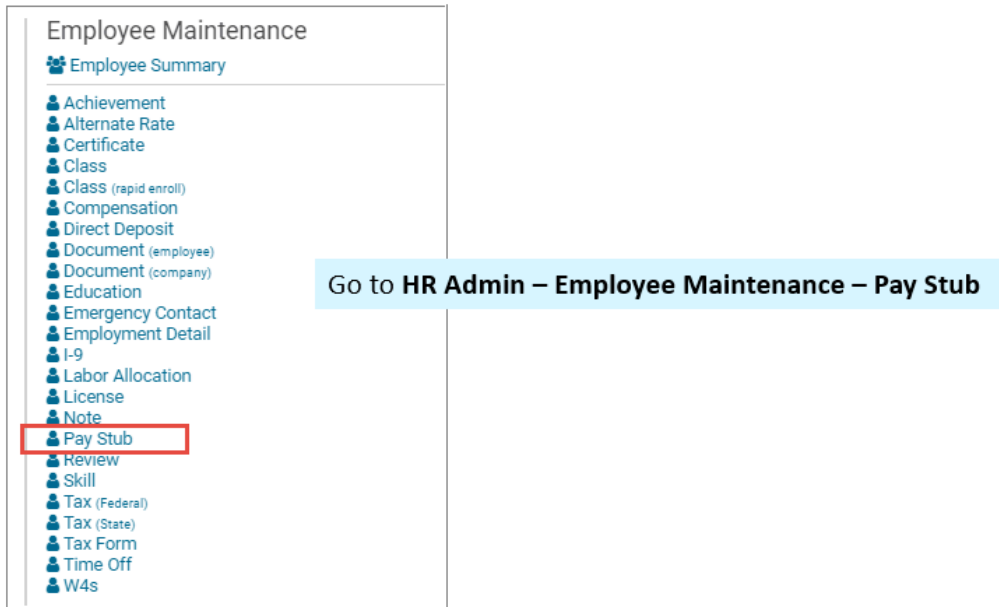


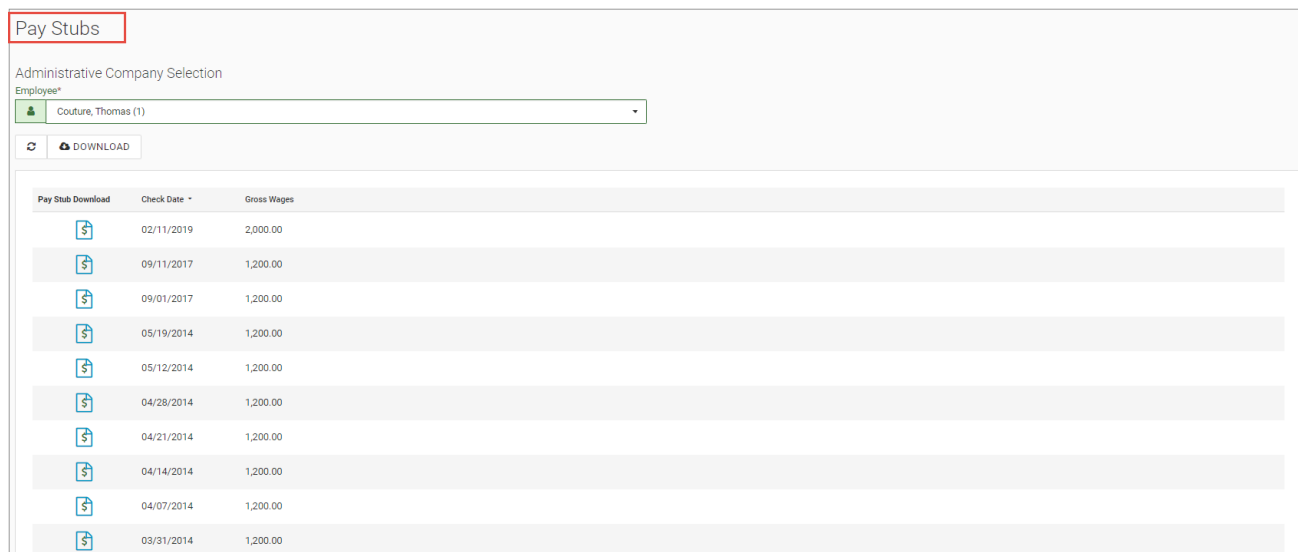
Pay Stub Screen in Advanced HR 2.0

Use the **Pay Stub** menu option to see and download a PDF version of an employee's pay stub.



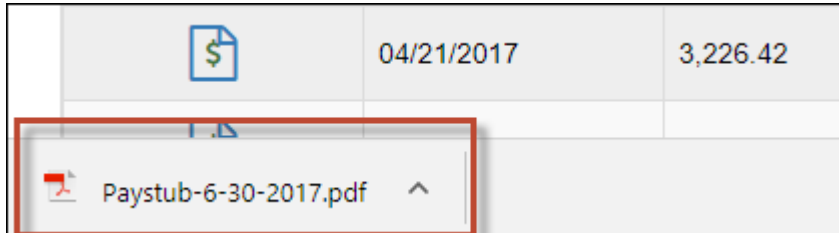
The system displays the **Pay Stubs** screen.

Select the **Company** and the **Employee** for which you want to display the Pay Stub for in the **Company** and **Employee** dropdowns. If you were already locked into a **Company**, then just select the **Employee**.



The system displays a screen listing the Pay Stubs for that employee which are available to download as a PDF.

Click on the Pay Stub check date row that you want to download. The system displays the PDF icon of the pay stub at the bottom corner of the screen.



Click on the PDF icon to display or download the PDF file to your machine. The system displays the PDF of the employee's pay stub.

Earnings			Deductions					
Description	Location / Job	Rate	Hours/Pieces	Current	Year To Date	Description	Current	Year To Date
Regular		0.00	63.00	0.00	0.00	Fed (M/0) (1994.40)	233.39	2955.66
Salary		0.00	0.00	2423.03	30474.30	OASDI (2189.04)	135.72	2021.44
Commission		0.00			3540.69	Medicare (2189.04)	31.74	472.76
Gas Allowance (Taxable)		0.00	0.00	10.00	130.00	NY (M/0) (1994.40)	94.71	1197.40
PTO		0.00	9.00	0.00	0.00	NYS DBL	1.20	15.60
Quarterly Bonus		0.00			1500.00	AFLAC Cancer Pre Tax	39.48	513.24
Retro Pay		0.00			93.19	Cell Phone Allowance	-60.00	-360.00
Group Term Life		0.00	0.00	2.74	35.62	Pretax Dental	38.02	456.24
MEMOS		0.00				HSA Savings Acc 06007XXXX	169.23	2199.99
ER 401K Match		0.00	0.00	97.32	1236.70	Internet Access Fees		-239.70
		0.00				Mileage Reimbursement	-72.37	-1061.87
		0.00				United Way		40.00
		0.00				Direct Deposit 10040XXXX	1627.27	21524.89
		0.00				401k	194.64	2473.51
Total Earnings			72.00	2435.77	35773.80	Total Deductions	2433.03	32209.16
NET PAY			1627.27	Total Direct Deposits	1627.27	Check Amount	0.00	3529.02

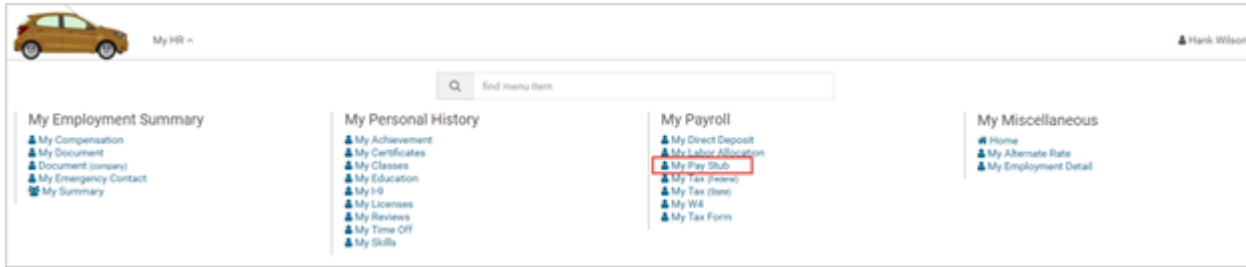
You can print or save the pay stub file.

Base User

Note that employees can see their own pay stubs from their **My HR** screen.

For a Base User, after the payroll has been run, they will be able to access their Pay Stubs. The Base User will go to

their **My HR** menu tab - **My Payroll** - **My Pay Stub**:



When clicked, **My Pay Stub** will display the **Pay Stubs Dashboard**:

The screenshot shows the 'Pay Stubs' dashboard with a title 'Pay Stubs' and a '\$' icon. Below the title is a 'Download' button. A table is displayed with columns 'Pay Stub Download', 'Check Date', and 'Gross Wages'. The table contains four rows of data, each with a download icon in the first column.

Pay Stub Download	Check Date	Gross Wages
	07/29/2016	5,000.00
	07/01/2016	5,000.00
	06/17/2016	5,000.00
	05/25/2016	5,000.00

The **Pay Stubs** dashboard allows the employee to:

- View a **Check Date**
- View **Gross Wages**
- Download a PDF of the **Pay Stub**